

## Debit Option Enrollment Instructions

**(NOTE: If you are already enrolled in this program you DO NOT have to fill this form out and your installments will automatically be paid from your banking account on each tax deadline date)**

1. Complete the requested information below.
2. Write the word "VOID" across the front of a check for the account listed.
3. Return the voided check and the completed Vanderburgh County **TAX PAYMENT DEBIT OPTION AUTHORIZATION before April 25 for the Spring Installment and before October 24 for the Fall Installment.**
4. Your payment will be automatically deducted from the checking or savings account until **written notice** of cancellation is received. A confirmation letter will be sent upon initial enrollment in the program. Your bank statement is your receipt.
5. Your property tax due date is marked on your informational bill. You will have up to five working days before the due date to contact the Vanderburgh County Treasurer if you want to stop payment or ask questions. You only need to subtract the property tax amount due from your account balance on the due date.
6. Simply follow the instructions for returning the completed information to us.

**If you have any questions about the Vanderburgh County Treasurer's TAX DEBIT PAYMENT OPTION, please call (812) 435-5248.**

### Vanderburgh County, Indiana, Tax Payment Debit Option Authorization Form

Name \_\_\_\_\_ Street Address \_\_\_\_\_ PO Box or Apartment # \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_ Your Bank or Financial Institution \_\_\_\_\_

Your Checking or Savings Account Number (You **MUST** circle one) \_\_\_\_\_ Phone Number \_\_\_\_\_

Enter State Parcel Numbers for which you want payment made directly from your checking/savings account:

The first 2 numbers have been entered for you

82															
82															

Signature \_\_\_\_\_

Date \_\_\_\_\_

I authorize the Vanderburgh County Treasurer in Indiana to deduct funds from my account at the financial institution named above to pay my Vanderburgh County Property taxes directly. I acknowledge that the receipt of a billed statement for property taxes from the Vanderburgh County Treasurer constitutes prior notice to me about my prearranged payments which may differ from installment to installment. I understand that I can stop these automatic payments if I notify the Vanderburgh County Treasurer and/or my financial institution in writing no less than ten working days before the due date. I also understand that the Vanderburgh County Treasurer and/or my financial institution can stop my participation if necessary. I agree to notify the Vanderburgh County Treasurer promptly if I change banks or if my banking account number changes. I understand that there will be a handling fee charged to me for each payment that cannot be processed, due to NSF, inactive accounts, etc. I also understand that if this debit is not honored at my bank or financial institution for any reason under my control I will be charged a 5% late payment fee for the first 30 days after the tax deadline.